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ABSTRACT

This document presents a library research exercise developed at York College which uses the Apple IIe microcomputer and word processing software--the Applewriter--to teach library research skills. Unlike some other library research exercises on disk, this program allows the student to decide on alternative approaches to solving the given problem: a research paper on the first 10 years of the New York City subway. Library materials covered in the exercise comprise dictionaries, encyclopedias, indexes, the card catalog, books, periodicals, and newspapers. To complete the requirements of the exercise, students must leave the microcomputer and consult the library's research collection. The information here may be modified to reflect another library's collection. (THC)

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THE NEW YORK CITY SUBWAYS: THE FIRST TEN YEARS.

A LIBRARY RESEARCH EXERCISE USING A COMPUTER

Robert Machalow
York College Library

IR051033

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INTRODUCTION

Library research skills have been taught in many ways in the past. York College's Library is currently attempting to teach library skills with the aid of an APPLE IIe microcomputer. This library research exercise uses the microcomputer and a word processing piece of software, the APPLEWRITER.

Similar to other library exercises using a word processing program, the student's interest is increased by having to continually load portions of the program. Unlike some other library research exercises on disk, this one allows a student to decide on various approaches to solving the given problem. Each approach allows the student to change his or her mind and pursue different avenues to the required information. Also, to complete the requirements of the assignment, the student must actually leave the computer and get hands on experience with the library's collection.

To begin, the student loads a segment entitled START. This gives the student the terms of the assignment (the compilation of a bibliography for a research paper about the first ten years of the New York City subway). It also sets certain limits to the research to be done: only sources of information in the York College Library may be used, and

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sources of information contemporary to the subway's first ten years must be included. Also, at this point the student is given five possible places to begin his research:

a. a dictionary
b. an encyclopedia
c. the card catalog
d. an index
e. the librarian

Once a choice is made, information and instructions in the use of the selected tool are given. For example, if an index were chosen, the student is informed of the indexes available and what subjects each one covers. Help screens are offered throughout for those students who need fuller explanations. For example, the student who needs to know how to use an index is offered several instructional help screens to become familiar with the use of an index. Of course, students not needing detailed explanations can skip those help screens completely. Though it is possible for the student/user to see everything on the disk (reproduced in a print format in this paper), it is not necessary: the student/user will only load those portions which contain required information.

Any librarian who wishes can easily utilize this approach for his or her own needs. The given information can be easily

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modified to reflect a library''s colletion. If a different topic is used, one with a limited amount of information would be best so that the librarian can have a good handle on all the available information on the chosen topic. On the other hand, an obscure topic would discourage most users when they continually found no information.

For ease in using this paper in a print format, I have taken the liberty of writing the page numbers of references in the left hand columns. Of course, on the disk this information would be totally unnecessary.

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74 NYT 2 (New York Times Index 2)
75 Citation Help 2
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77 Readers Guide 2 (Reader's Guide to PeriodicalLiterature 2)
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START

COMPILE A BIBLIOGRAPHY FOR A RESEARCH PAPER ABOUT THE FIRST TEN YEARS OF THE NEW YORK CITY SUBWAY. USE ONLY THE RESOURCES OF THE YORK COLLEGE LIBRARY. BE SURE TO INCLUDE CITATIONS TO SOURCES CONTEMPORARY TO THE SUBWAY'S FIRST TEN YEARS IN NEW YORK CITY.

WHERE WOULD YOU BEGIN?

2 A. if you would begin with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you would begin with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you would begin with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 D. if you would begin with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 E. if you would begin by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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DICTIONARY

Find a dictionary and use it to find information about the topic.

3 If you need help in the use of a dictionary, load DICTIONARY HELP by deprressing the control key and 1 at the same time. Then type DICTIONARY HELP and depress the return key.

4 After using the dictionary, you can continue by loading DICTIONARY 2 by depressing the control key and 1 at the same time. Then type DICTIONARY 2 and depress the return key.

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3

DICTIONARY HELP

The dictionary is a book which lists the meanings and uses of words. The words are listed alphabetically. One of the key words in the assignment is "subway." The word "subway" can be found in the dictionary near the end of the 's' portion of the dictionary.

4 Look up the word subway and any other words for which you need a definition. Then you may continue by loading DICTIONARY 2. Depress the control key and 1 at the same time, then type DICTIONARY 2. Finally, depress the control key.

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DICTIONARY 2

As you have discovered, the dictionary has not helped you in the compilation of a bibliography on your research topic. The only help that the dictionary has given is to define th words which may have been confusing to you.

You can continue in one of man ways:

5 1. if you woulds like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you would like to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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5

ENCYCLOPEDIAS

There are many encyclopedias in the York College Library. With which one do you wish to begin?

6 A. If you want to use the ACADEMIC AMERICAN ENCYCLOPEDIA, load ACADEMIC AMERICAN by depressing the control key and 1 at the same time. Then type ACADEMIC AMERICAN and depress the return key.

15 B. If you want to use COLLIER'S ENCYCLOPEDIA, load COLLIERS by depressing the conmtrol key and 1 at the same time. Then type COLLIERS and depress the return key.

11 C. If you want to use the ENCYCLOPEDIA AMERICANA, load AMERICANA by depressing the control key and 1 at the same time. Then type AMERICANA and depress the return key.

23 D. If you want to use the ENCYCLOPEDIA BRITANNICA, load BRITANNICA by depressing the control key and 1 at the same time. Then type BRITANNICA and depress the return key.

19 E. If you want to use the WORLD BOOK ENCYCLOPEDIA, load WORLD BOOK by depressing the control key and 1 at the same time. Then type WORLD BOOK and depress the control key.

1 F. If you do not want to use an encyclopedia, you may reload START by depressing the control key and 1 at the same time. Then type START and depress the return key.

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ACADEMIC AMERICAN

Use the ACADEMIC AMERICAN ENCYCLOPEDIA to research this topic. There are three logical places to begin your work in this encyclopedia:

A. You can start by using the INDEX. If you need help, load INDEX HELP by depressing the control key and 1 at the same time. Then type INDEX HELP and depress the return key.

If you know how to use the INDEX, use it and discover all you can on the assigned topic. Then load A A INDEX by depressing the control key and 1 at the same time. Then type A A INDEX and depress the return key.

B. You can start by going directly to the article on NEW YORK CITY. After reading the article and gathering as much information on the assigned topic as possible, load A A NEW YORK CITY by depressing the control key and 1 at the same time. Then type A A NEW YORK CITY and depress the return key.

C. You can start by going directly to the article on SUBWAYS. After reading the article and gathering as much information on the assigned topic as possible, load A A SUBWAY by depressing the control key and 1 at the same time. Then type A A SUBWAY and depress the return key.

7

A A INDEX

The index to the Academic American Encyclopedia referred you to a volume and page number on which you found an article on subways. The article included information on many topics, including:

a. a definition of the term "subway"
b. construction methods
c. development
d. a chart giving the year each of many subway systems opened.

On this chart, you found that the New York City subway opened in 1904. This is the only piece of information from this article which is useful for your assigned topic.

TAo continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

A A NEW YORK CITY

Though the article on New York City was interesting, it did not contain the information that you require for your assignment.

6 1. To continue exploring the Academic American Encyclopedia, load ACADEMIC AMERICAN by depressing the control key and 1. Then type ACADEMIC AMERICAN and depress the return key.

5 2. if you would like to continue exploring other ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 3. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 4. if you would like to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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9

A A SUBWAY

The article on subways in the Academic American Encyclopedia included information on many topics, including:

a. a definition of the term "subway"
b. construction methods
c. development
d. a chart giving the year each of many subway systems opened.

On this chart, you found that the New York City subway opened in 1904. This is the only piece of information from this article which is useful for your assigned topic.

To continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you would like to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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INDEX HELP

The index to an encyclopedia lists, in alphabetical order, the subjects that are discussed in the many volumes of the encyclopedia. Usually, the subject is followed by a few numbers, one indicating the volume, and the next the page(s), on which the sought for information can be found. Often the page number will be followed by a letter (either "a" or "b") which indicates that the information is in the first or second column on the indicated page. Therefore, an encyclopedia index citation which states SUBWAYS 20-232 b means that information on the topic of subways can be found in volume 20, on page 232 in the second column.

5

To continue, reload ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

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11

AMERICANA

Use the ENCYCLOPEDIA AMERICANA to research this topic. There are three logical places to begin your work in this encyclopedia:

A. You can start by using the INDEX. If you need help, load
10 INDEX HELP by depressing the control key and 1 at the same time. Then type INDEX HELP and depress the return key.

If you know how to use the INDEX, use it and discover all you can on the assigned topic. Then load AM INDEX by depressing the
12 control key and 1 at the same time. Then type AM INDEX and depress the return key.

B. You can start by going directly to the article on NEW YORK CITY. After reading the article and gathering as much information on
13 the assigned topic as possible, load AM NEW YORK CITY by depressing the control key and 1 at the same time. Then type AM NEW YORK CITY and depress the return key.

C. You can start by going directly to the article on SUBWAYS. After reading the article and gathering as much information on the
14 assigned topic as possible, load AM SUBWAY by depressing the control key and 1 at the same time. Then type AM SUBWAY and depress the return key.

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AM INDEX

The index to the Encyclopedia Americana referred you to a volume and page number on which you found an article on subways in New York. Unfortunately, the article did not include any information which is useable for your assigned topic.

To continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you would like to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

13

AM NEW YORK CITY

As you discovered from reading the rather lengthly arrticle on New York City, there is a section which refers to New York City transportation. Unfortunately, the article simply refers to the subways, but gives no information on the history of the subways.

11 1. To continue exploring the Encyclopedia Americana, load AMERICANA by depressing the control key and 1. Then type AMERICANA and depress the return key.

5 2. if you would like to continue exploring other ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 3. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 4. if you would like to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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14

AM SUBWAY

The article on subways in the Encyclopedia Americana includes one paragraph of information on each of many different subway systems, including those in London, Glasgow, and Budapest. The description of the New York City subway is also brief (two paragraphs). The information gained from these two paragraphs includes:

a. In 1870, Alfred E. Beach opened a wind propelled subway which lasted a very short time.
b. In 1904, the first line opened.

To continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you would like to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

COLLIER'S

Use COLLIER"S ENCYCLOPEDIA to research this topic. There are three logical places to begin your work in this encyclopedia:

A. You can start by using the INDEX. If you need help, load INDEX HELP by depressing the control key and 1 at the same time. Then type INDEX HELP and depress the return key.

If you know how to use the INDEX, use it and discover all you can on the assigned topic. Then load COLLIER'S INDEX by depressing the control key and 1 at the same time. Then type COLLIER'S INDEX and depress the return key.

B. You can start by going directly to the article on NEW YORK CITY. After reading the article and gathering as much information on the assigned topic as possible, load COLLIER'S NEW YORK CITY by depressing the control key and 1 at the same time. Then type COLLIER'S NEW YORK CITY and depress the return key.

C. You can start by going directly to the article on SUBWAYS. After reading the article and gathering as much information on the assigned topic as possible, load COLLIER'S SUBWAY by depressing the control key and 1 at the same time. Then type COLLIER'S SUBWAY and depress the return key.

COLLIER'S SUBWAY

The article on subways in Collier's Encyclopedia includes a good amount of information, including details on:

a. operations
b. financing
c. early history
d. current subways of the world

In the section on early history, two important facts about the New York City subway were discovered:

1. the first elevated line in New York City opened in 1867
2. the first underground line began operation in 1904

There are many possible sources to consult for further information on the assigned topic.

1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

2. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

3. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

4. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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COLLIER'S NEW YORK CITY

The article on New York City in Collier's Encyclopedia has very little information on transporrtation in New York City, and absolutely no information on the first ten years of the New York City subway system.

15 1. To continue exploring the Collier's Encyclopedia, load COLLIERS by depressing the control key and 1. Then type COLLIERS and depress the return key.

5 2. if you would like to continue exploring other ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 3. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 4. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 5. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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COLLIER'S INDEX

The index to Collier's Encyclopedia referred you to subways in New York City. Though this seemed to be a promising lead, it referred you to only one sentence, which was not applicable to the assigned topic.

To continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

22

W B SUBWAY

The article in the World Book Encyclopedia about subways contained only one important fact about the assigned topic: the first subway in New York City began operating in 1904.

To continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

WORLD BOOK

Use the WORLD BOOK ENCYCLOPEDIA to research this topic. There are three logical places to begin your work in this encyclopedia:

A. You can start by using the INDEX. If you need help, load
10 INDEX HELP by depressing the control key and 1 at the same time. Then type INDEX HELP and depress the return key.

If you know how to use the INDEX, use it and discover all you can on the assigned topic. Then load W B INDEX by depressing the
20 control key and 1 at the same time. Then type W B INDEX and depress the return key.

B. You can start by going directly to the article on NEW YORK CITY. After reading the article and gathering as much information on
21 the assigned topic as possible, load W B NEW YORK CITY by depressing the control key and 1 at the same time. Then type W B NEW YORK CITY and depress the return key.

C. You can start by going directly to the article on SUBWAYS. After reading the article and gathering as much information on the
22 assigned topic as possible, load W B SUBWAY by depressing the control key and 1 at the same time. Then type W B SUBWAY and depress the return key.

W B INDEX

The index to the World Book Encyclopedia referred you to four possible sources of information:

Subways
Electric motor
Electric railroad
Fallout shelter

Of the four, the only one that had any relevant information was the reference to subways. That article contained only one sentence which had any relevance to the assigned topic, and included only the information that the first subway began operation in New York City in 1904.

To continue your research, there are many possible sources. Which of these do you wish to pursue at this time?

5 1. if you would like to continue exploring ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 3. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 4. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

W B NEW YORK CITY

Though the article on New York City in the World Book Encyclopedia contained a lot of interesting information, it did not contain information which was relevant to the assigned topic. The only information on subways in New York City was contained in a section on transportation, and it only summarized the current subway system without giving any history.

19 1. To continue exploring the World Book Encyclopedia, load WORLD BOOK by depressing the control key and 1. Then type WORLD BOOK and depress the return key.

5 2. if you would like to continue exploring other ENCYCLOPEDIAS, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 3. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 4. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 5. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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BRITANNICA

There are three parts to the newest ENCYCLOPEDIA BRITANNICA. If you do not know how to use the three parts of the newest ENCYCLOPEDIA BRITANNICA, load BRITANNICA HELP by depressing the control key and 1. Then type BRITANNICA HELP and depress the return key.

If you know how to use this encyclopedia, use one of the three parts. Then:

a. After using the micropedia, and gathering all the applicable information, load MICROPEDIA by depressing the control key and 1. Then type MICROPEDIA and depress the return key.

b. After using the macropedia and gathering all the applicable information, load MACROPEDIA by depressing the control key and 1. Then type MACROPEDIA and depress the return key.

c. After using the propedia and gathering all the applicable information, load PROPEDIA by depressing the control key and 1. Then type PROPEDIA and depress the return key.

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BRITANNICA HELP

The most recent edition of the Encyclopedia Britannica is divided into three parts, the micropedia, the macropedia, and the propedia.

a. The MICROPEDIA is for ready reference and serves as an index to the macropedia. Ready reference means that very short articles on very specific subjects are included in this group of volumes. Since the micropedia also functions as an index, it is usually the first place to look for information when using the newest edition of the Encyclopedia Britannica.

b. The MACROPEDIA is considered knowledge in depth. Unfortunately, it can not usually be assessed directly, since the topics it discusses are usually fairly broad in scope. To use the MACROPEDIA, one is advised to first use the micropedia.

c. The PROPEDIA is an outline of knowledge. As such, it is not usually useable by students at York College.

23 After considering this information, you can continue to use the Encyclopedia Britannica by loading BRITANNICA. To load BRITANNICA, depress the control key and 1 at the same time. Then type BRITANNICA and depress the return key.

5 If you wish, you may decide to use a different encyclopedia. To do this, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

1 Also, you may decide not to investigate this topic by using an encyclopedia at this time. For your other options, load START by depressing the control key and 1 at the same time. Then type START and depress the return key.

25

MICROPEDIA

As you have discovered, the micropedia of the Encyclopedia Britannica has two basic functions:

1. it has short articles on specific subjects
2. it acts as an index to the macropedia

If you looked for New York City, there was a reference to an article in the macropedia about Urban Mass Transportation. If you pursued this lead, you would have seen that the article had no information on the history of the subway system in New York City.

If you looked up the subject of subways, you discovered only one sentence on the assigned topic, which informed you that the first section of the New York City subway opened on October 27, 1904. There was also a reference to an article in the macropedia about New York's Mass Transportation System. This article included no information about the history of the subway system in New York City, which was the assigned topic.

5 1. if you would like to continue with another ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 2. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 D. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

39 E. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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26

MACROPEDIA

If you began using the Encyclopedia Britannica by using the macropedia, you probably encountered several problems:

1. The article on New York City was very long and did not contain any information on the history of the subway system.

2. There was no entry under the topic of subways.

3. The article on the topic of "Transportation, urban" contained a section on the history of urban transportation. This article mentioned that the first elevated railroad in New York City began operating in 1867.

4. The articles in the macropedia are on broad subjects, and they are very long.

It would have been easier to use the micropedia as an index to the macropedia. The three parts of the newest Encyclopedia Britannica are explained in the BRITANNICA HELP section, which you can load by depressing the control key and 1 at the same time. Then type BRITANNICA HELP and depress the return key.

24

1. You can continue to use the Encyclopedia Britannica by loading BRITANNICA. To load BRITANNICA, depress the control key and 1 at the same time. Then type BRITANNICA and depress the return key.

22

2. If you wish, you may decide to use a different encyclopedia. To do this, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

3. You may decide not to investigate this topic by using any encyclopedia at this time. For your other options, load START by depressing the control key and 1 at the same time. Then type START and depress the return key.

1

27

PROPEDIA

If you began to use the Propedia of the Encyclopedia Britannica, you probably discovered that it was very hard to use, and probably did not contain the information which was relevant to the assigned topic.

24 1. If you would like help in understanding the three parts of the Encyclopedia Britannica, load BRITANNICA HELP by depressing the control key and 1 at the same time. Then type BRITANNICA HELP and depress the return key.

5 2. If you wish, you may decide to use a different encyclopedia. To do this, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

1 3. You may decide not to investigate this topic by using any encyclopedia at this time. For your other options, load START by depressing the control key and 1 at the same time. Then type START and depress the return key.

CARD CATALOG

Use the card catalog to find information on the assigned topic. When you have finished, load CARD CATALOG 2 by depressing the control key and 1 at the same time. Then type CARD CATALOG 2 and depress the return key.

If you need help, load CARD CATALOG HELP by depressing the control key and 1 at the same time. Then type CARD CATALOG HELP and depress the return key.

29

CARD CATALOG HELP
SA<PLE CARD:

NEW YORK (CITY)--TRANSIT SYSTEMS.
TF Cudahy, Brian J.
725 Ubder the sidewalks of New York: the
C8 the world / by Brian J. Cudahy. --
Brattleboro, VT. : S. Greene Press,
c1978.
176 p. : ill. ; 25 cm.
includes index

THE CARD HAS A GREAT DEAL OF INFORMATION:

NEW YORK (CITY)--TRANSIT SYSTEMS is the subject. This indicates, in general terms, what the book is about.

The letter number combination in the upper left hand corner is the book's call number. This complete number is important when you want to try to find the book on the shelves.

Cudahy, Brian J. is the name of the author of the book.

Under the sidewalks of New York: the story of the greatest subway system in the world is the title of the book.

Brattlenoro, VT. is the place that the book was publlished.

S. Greene Press is the name of the publisher of this book.

c1978 indicates the year that he book was published.

ALL THE ABOVE INFORMATION (except the call number) IS NEEDED WHEN COMPILING A BIBLIOGRAPHY. The same information can be gained from the book itself, but sometimes you will not be able to find the book on the shelves because another student may be using the book you are seeking.

Other information on the catalog card includes:176 p.: the number of pages; ill: the book includes illustrations; 25 cm: the height of the book; includes index: the book is indexed.

30 To continue, load CARD CATALOG 2 by depressing the control key and 1 at the same time. Then type CARD CATALOG @ and depress the return key.

30

CARD CATALOG 2

In the subject section of the card catalog, you have probably looked up several subjects in order to find the information required for this assignment.

31 If you had trouble with the subject portion of the card catalog, load SUBJECT HELP by depressing the control key and the 1 at the same time. Then type SUBJECT HELP and depress the return key.

32 If you had no trouble with the subject portion of the card catalog, continue by loading CARD CATALOG 3. Depress the control key and the 1 at the same time. Then type CARD CATALOG 3 and depress the return key.

31

SUBJECT HELP

The Subject portion of the card catalog lists books by general subject areas arranged alphabetically. Unfortunately, the subjects used in this portion of the card catalog are not always the same subjects that are commonly used, and the user must try to think of possible alternative subjects if the original subject is not found. One way to do this is to think of synonyms for the word that you are seeking. Another way is to think of slightly broader or narrower subjects.

If you would like to continue with the subject portion of the card
32 catalog. load CARD CATALOPG 3 by depressing the control key and 1 at the same time. Then type CARD CATALOG 3 and depress the return key.

You can pursue other avenues of knowledge:

1. if you want to continue with an ENCYCLOPEDIA, load
5 ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

2. if you want to continue with an INDEX, load INDEX by
40 depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

3. if you want to continue by asking the LIBRARIAN, load
39 LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

32

CARD CATALOG 3

Among the possible subjects in the card cattalog which you may have explored are the following:

1. Metropolitan Transit Association
2. New York City
3. Railroads
4. Subways
5. Transportation
6. Underground railroads
7. Urban transportation

Unfortunately, many of these proved to be dead ends. There were no appropriate entries under Metropolitan Transit Association, Railroads. Transportation, Underground railraods, or Urban transportation. Under the topic of Subways, there was one subheading: Subways-New York (City). Under the topic of New York City, there were innumerable subheadings. Consult the card catalog and try to find the appropriate subheading.

33 When you have found the appropriate subheading under the subject New York City, load CARD CATALOG 4 by depressing the control key and 1 at the same time. Then type CARD CATALOG 4 and depress the return key.

CARD CATALOG 4

The correct subheading under the topic of New York City is :
New York (City)--Transit System
There are three books listed on this subject. To complete the requirements of this assignment, it would be helpful for you to copy the information from the catalog cards at this point. When you have copied this information for all three books, load CARD CATALOG 5 by depressing the control key and 1 at the same time. Then type CARD CATALOG 5 and depress the return key.

If you need help in interpretuing the catalog card, load CARD CATALOG HELP by depressing the control key and 1 at the same time. Then type CARD CATALOG HELP and depress the return key.

CARD CATALOG 5

Armed with the information from the catalog card, try to find the books on the shelves upstairs. To find the books, you need the call number of each of them. If you do not know which number is the call number, load CARD CATALOG HELP by depressing the control key and 1. Then type CARD CATALOG HELP and depress the return key.

29

When you have found the books, load CARD CATALOG 6 by depressing the control key and 1 at the same time. Then type CARD CATALOG 6 and depress the return key.

35

If you do not understand the arrangement of the books on the shelves, laod ARRANGEMENT by depressing the control key and 1 at the same time. Then type ARRANGEMENT and depress the return key.

36

If you can not find the books on the shelves, load BOOKS by depressing the control key and 1 at the same time. Then type BOOKS and depress the return key.

37

35

CARD CATALOG 6

At this point it is impossible for you to have found these particular books on the shelves in the York College Library. Please follow the instructions you have been given.

34 Reload CARD CATALOG 5 by depressing the control key and 1 at the same time. Then type CARD CATALOG 5 and depress the return key.

36

ARRANGEMENT

The books in this library are arranged alphabetically and then numerically according to the call number of the books. Look at each line of the call number separately, in order.

The first line is either one or two letters. A book whose first letter is A will be placed before a book whose first letter is N. Similarly, if a book has the first two letters of its call number AA, it will be placed before a book whose call number's first two letters are AB.

If two books have the same first letter or letters, they are shelved numerically by number. Therefore a book whose call nimber is AA 1 will be shelved before a book whose call number is AA 2.

Because a book whose call number begins with A will be shelved before any book whose call number begins with B, a book whose call number is A 4555 will be on the shelves before a book whose call number is B 1.

Armed with this information, try to find the books on the shelves upstairs. To find the books, you need the call number of each of them.

31 If you do not know which number is the call number, load CARD CATALOG HELP by depressing the control key and 1. Then type CARD CATALOG HELP and depress the return key.

35 When you have found the books, load CARD CATALOG 6 by depressing the control key and 1 at the same time. Then type CARD CATALOG 6 and depress the return key.

37 If you can not find the books on the shelves, load BOOKS by depressing the control key and 1 at the same time. Then type BOOKS and depress the return key.

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37

BOOKS

The three books you saught are not on the shelves in the proper places. There are now several places to check for the books:

1. The sort area, which is where books are placed before they are reshelved. This area is located directly behind the stairs on the third floor. Here the books are arranged solely by the first letter of their call numbers.

2. The circulation desk, where you can find out if someone else has borrowed the book you are seeking. Here you must give the clerk the exact call number of each book you are seeking.

38

Check the sort area and the circulkation desk for the three books. When you have finished, load BOOKS 2 by depressing the control key and 1 at the same time. Then type BOOKS 2 and depress the return key.

38

BOOKS 2

The final place to look for your books is the RESERVE area. Here books are placed by faculty members for the benefit of the students in their classes. Most reserve books do not circulate, which means that they must be used in the library.

The books on reserve are assessed through two loose leaf books which are called the reserve list. They are arranged by the name of the faculty member who placed the books on reserve. To find the books you are seeking, look in the book under the name of Professor Machalow. The books are listed there.

There are many sources where you can continue your research into the assigned topic.

1. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

2. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

3. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

LIBRARIAN

When you ask the librarian for help in this assignment, he says that he would like to help, but is not allowed to. The only help in the completion of this assignment is on this disk.

There are several sources for you to use to continue your research:

2 A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

40 D. if you want to continue with an INDEX, load INDEX by depressing the control key and 1 at the same time. Then type INDEX and depress the return key.

INDEX

There are many indexes to periodicals in York College's Library.

41 If you would like to see a list and brief description of these indexes, load INDEX LIST by depressing the control key and 1 at the same time. Then type INDEX LIST and depress the return key.

42 To consult a particular index, load INDEX LOAD to determine the exact abbreviation used for each. To load INDEX LOAD depress the control key and 1. Then type INDEX LOAD and depress the return key.

INDEX LIST

Biography Index: lists where biographues have been published

Book Review Digest: lists where critical reviews of books have been published. This set also includes brief abstracts of some reviews.

Book Review Index: lists where critical reviews of books have been published

Business Index: articles on business and its closely allied fields. This index is on film and is housed in its own reader. It contains up to five years of citations to articles.

Business Periodicals Index: articles on business and its closely allied fields. This index is similar to the Business Index, but it is published as a set of books.

Child Develpment Abstracts and Bibliography: articles on child development

Current Index to Journals in Education: articles about education and closely related fields, including child development. This index is commonly called C.I.J.E.

Education Index: articles on education. This index is similar to Current Index to Journals in Education.

Exceptional Child Education Resources: articles on the education, treatment, and development of the exceptional child.

General Science Index: includes articles on the sciences, but these articles are not usually of a highly technical nature

Humanities Index: includes articles on the humanities, including language and literature, art, music, and dance.

Index Medicus: technical articles on the science of medicine

Magazine Index: articles from general interest magazines. This index is on film and is housed in its own reader. The index contains up to five years of citations.

Music Index: articles about music

New York Times Index: articles from the New York Times

Newspaper Index: articles from several newspapers are indexed here. This index is on film and is housed in its own reader. It includes citations to articles published in selected newspapers during the past five years.

Philosopher's Index: articles about philosophy

Pollution Abstracts: articles about pollution

Psychological Abstracts: abstracts of articles about psychology

Readers' Guide to Periodical Literature: articles from general interest magazines. This index is similar to the Magazine Index, but it is published as a set of volumes.

Social Sciences Index: articles on the social sciences, including psychology, sociology, history and education.

Social Work Research and Abstracts: articles about social work

Sociological Abstracts: articles on sociology

42

To use any of these indexes, load INDEX LOAD to find the exact abbreviation. Depress the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

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INDEX LOAD

	IF YOU WANT TO USE;	LOAD;
43	Biography Index	BIOGRAPHY
44	Book Review Digest	B R D
45	Book Review Index	B R I
64	Business Index	BUSINESS
70	Business Periodicals Index	BUSINESS PER IND
46	Child Development Abstracts and Bibliography	CHILD DEVEL
47	Current Index to Journals in Education	CIJE
48	Education Index	ED IND
49	Exceptional Child Education Resources	EXCEPTIONAL
68	General Science Index	GENERAL SCIENCE
50	Humanities Index	HUMANITIES
51	Index Medicus	IND MEDICUS
58	Magazine Index	MAG IND
52	Music Index	MUSIC
73	New York Times Index	NYT
66	Newspaper Index	NEWSPAPER
53	Philosopher's Index	PHILOSOPHERS
54	Pollution Abstracts	POLLUTION
55	Psychological Abstracts	PSYCHO
76	Reader's Guide to Periodical Literature	READERS GUIDE
78	Social Sciences Index	SOCIAL SCIENCES
56	Social Work Research and Abstracts	SOCIAL WORK
57	Sociological Abstracts	SOCIOLOGICAL

Note: To load any of the above, depress the control key and 1 at the same time. Then type the abbreviation (from the second column) and depress the return key.

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43

BIOGRAPHY INDEX

Using Biography Indes for this assignment is not a very good idea. Biography index may lead you to biographical information about the people involved in the design of the subway system, but without particular names in mind, you will not be able to use this set.

41 42 To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY 2 by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

B. if you want to continue with an ENCYCLOPEDIA, load 5 ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

C. if you want to continue with the CARD CATALOG, load CARD 28 CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

D. if you want to continue by asking the LIBRARIAN, load 39 LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

BOOK REVIEW DIGEST

Using Book Review Digest for this assignment is not a very good idea. Book Review Digest simply lists places where particular books have been critically reviewed.

41/42 To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

2 A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

BOOK REVIEW INDEX

Using Book Review Index for this assignment is not a very good idea. Book Review Index simply lists places where particular books have been critically reviewed.

41,42 To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

2 A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

CHILD DEVELOPMENTR ABSTRACTS AND BIBLIOGRAPHY

Using Child Development Abstracts and Bibliography for this assignment is not a very good idea. This assignment has nothing to do with child development.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

47

CURRENT INDEX TO JOURNALS IN EDUCATION

Using Current Index to Journals in Education for this assignment is not a very good idea. This assignment has nothing to do with education.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41,42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

39

EDUCATION INDEX

Using Education Index for this assignment is not a very good idea. The assignment has nothing to do with the field of education.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41,42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

39

EXCEPTIONAL CHILD EDUCATION RESOURCES

Using Exceptional Child Education Resources for this assignment is not a very good idea. The assignment has nothing to do with exceptioonal chil;dren.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41, 42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

39

HUMANITIES INDEX

Using Humanities Index for this assignment is not a very good idea. The assignment is not directly connected to the humanities.

41,42 To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

2 A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

INDEX MEDICUS

Using Index Medicus for this assignment is not a very good idea. The assignment is not directly related to medicine.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

52

MUSIC INDEX

Using Music Index for this assignment is not a very good idea. The assignment is not related to music.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41,42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

39

PHILOSAOPHER'S INDEX

Using the Philosopher's Index for this assignment is not a very good idea. The assignment is not related to philosophy.

41,42 To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

2 A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

POLLUTION ABSTRACTS

Using Pollution Abstracts for this assignment is not a very good idea. The assignment is not directly related to pollution.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41,42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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PSYCHOLOGICAL ABSTRACTS

Using Psychological Abstracts for this assignment is not a very good idea. The assignment is not directly related to psychology.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41,42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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56

SOCIAL WORK RESEARCH AND ABSTRACTS

Using Social Work Research and Abstracts for this assignment is not a very good idea. The assignment is not directly related to social work.

To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

41,42

If you would prefer to use sources other than indexes:

A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

2

B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

5

C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

28

D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

39

57

SOCIOLOGICAL ABSTRACTS

Using Sociological Abstracts for this assignment is not a very good idea. The assignment is not directly related to sociology.

41,42 To continue with Indexes, reload INDEX LOAD or INDEX LIST. Depress the control key and 1 at the same time. Then type either INDEX LOAD or INDEX LIST and depreess the return key.

If you would prefer to use sources other than indexes:

2 A. if you want to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you want to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you want to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 D. if you want to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

,FF

58

MAGAZINE INDEX

The Magazine Index contains citations to articles from general interest magazines. It is on film, and is housed in its own reader. The index only includes citations to articles in the last five years.

It may be possible to find an article (written in the last five years) about the first ten years of the New York City subways.

61 If you need help in using the Magazine Index, load MACHINE HELP by depressing the control key and 1 at the same time. Then type MACHINE HELP and depress the return key.

59 If you know how to use the Magazine Index, use it and write the citation to each article you find on the assigned topic. Then load MAG IND 2 by depressing the control key and 1 at the same time. Then type MAG IND 2 and depress the return key.

59

MAG IND 2

An exploratiom of the citations on the Magazine Index revealed one possible citation, but the title is such that you are probably not sure that the article is really on the topic assigned. To be sure, you have to read the article.

The article was found under the heading of Subways--New York (City). The citation was:

> Found: oldest subway tunnel (pre Civil War railway tunnel in New York City) Science Digest v. 95 May 31, 1982 p. 15(1)

60 If you need help in interpreting this citation, load CITATION HELP by depressing the control key and 1 at the same time. Then type CITATION HELP and depress the return key.

If you do not need help in interpreting the citation, find out if York
62 College's Library owns the cited article. If you do not know how to do this, load PERIODICALS HELP by depressing the control key and 1 at the same time. Then type PERIODICALS HELP and depress the return key.

If you do know how to interprete the citation, and you know how to
63 find out if the library owns the article, read the article if you can. Then load MAG IND 3 by depressing the control key and 1 at the same time. Then type MAG IND 3 and depress the retturn key.

60

CITATION HELP

The citation you found on the Magazine Index is reproduced for you below:

Found: oldest subway tunnel (pre Civil War railway tunnel in New York City) Scuebce Digest v 95 May 31, 1982 p.15(1)

The first part (Found: oldest subway tunnel) is the title of the article

The second part (pre Civil War tunnel in New York City) is either a description of the contents of the article or the subtitle of the article

After that is information indicating where the article was published:

Science Digest is the name of the magazine

v. 95 is the volume number of the magazine

May 31, 1982 is the date that this particular issue was published

p. 15 is the page number on which the article appeared

(1) means that this is a one page article

Now see if the library owns the magazine you are looking for. If you know how to find this information, do it and read the article if you can. Then load MAG IND 3 by depressing the control key and 1 at the same time. Then type MAG IND 3 and depress the return keu.

63

If you need help in determining if the library owns any of the cited articles, load PERIODICALS HELP by depressing the control key and 1 at the same time. then type PERIODICALS HELP and depress the return key.

62

61

MACHINE HELP

The Magazine Index, Newspaper Index, and Business Index are all subject indexes on film mounted in their own machines. They are the same, except that the sources of the articles they cover are restricted:

Magazine Index: general innterst magazine
Business Index: only business magazines
Newspaper Index: only certain newspapers

To turn the machine on, there is an on/off switch on the front of the machine. To change the "page", there are two buttons on the right side of the machine. One button will make the film wind toward the beginning of the alphabet, while the other will make the film wind toward the end of the alphabet.

When you get close to the subject that you are looking for, use the large knob in the center of the right side of the machine. This knob winds the film slowly in either direction.

Near the back of the machine on the right side, there is a smaller know which can be used for focusing the machine.

59 Use the Index and write down all the appropriate citations.
65 Then load MAG IND 2, BUSINESS 2 OR NEWSPAPER 2 by depressing the
67 control key and 1 at the same time. Then type MAG IND 2, BUSINESS 2 or NEWSPAPER 2 and depress the return key.

PERIODICALS HELP

To see whether a magazine or newspaper is owned by the library, you should check the visible file, which is located next to the current periodicals desk. The visible file lists all the magazines and newspapers the library ever owned.

The magazines and newspapers are listed alphabetically by title. After the title, there may be one or more dates, listed in either red or black ink. These colors are very important:

RED means that the older issues are kept on microfilm
BLACK means that the older issues are kept in storage

The dates themselves are also very important. If there is one date followed by a dash (--), that means that the library began getting the magazine at the listed date and is still getting it. An example of this is:

National Parks v 46- 1972-

This means that the library began getting National Parks in 1972 (which was volume 46) and is still getting it.

If there are two dates, the library began getting the magazine at the first date and continued to get it until the second date, when it stopped. An example of this is:

Nation's Cities v 13 1975-v 16 1978

This means that the library began getting Nation's Cities in 1975 (volume 13) and got it until 1978 (volume 16) when it stopped.

63
65
67

Continue by checking to see if the library owns those articles for which you are looking. If the library does, read them to see if they are applicable to the assigned topic. Then load MAG IND 3,BUSINESS 2, or NEWSPAPER 2 by depressing the control key and 1 at the same time. Then type MAG IND 3, BUSINESS 2, or NEWSPAPER 2 and depress the return key.

MAG IND 3

By consulting the visible file, you discovered if the library owns the needed articles. After reading the articles that you could, you know whether or not to add thw citation to your bibliography.

There are many places to continue your research.

42 1. If you would like to continue with INDEXES, load INDEX LOAD by depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

64

BUSINESS INDEX

The Business Index contains citations to articles from business magazines. It is on film, and is housed in its own reader. The index only includes citations to articles in the last five years.

It is possible that an article appeared in a business magazine (in the last five years) about the first ten years of the New York City subways.

61 If you need help in using the Business Index, load MACHINE HELP by depressing the control key and 1 at the same time. Then type MACHINE HELP and depress the return key.

65 If you know how to use the Business Index, use it and write the citation to each article you find on the assigned topic. Then load BUSINESS 2 by depressing the control key and 1 at the same time. Then type BUSINESS 2 and depress the return key.

BUSINESS 2

An exploration of the citations on the Business Index indicates that there are a number of citations about the New York City subways listed under the topic :

Subways--New York (City)

Unfortunately, these citations are only for articles about the current subway situation in New York City.

There are many places to continue your research.

1. If you would like to con[illegible] with INDEXES, load INDEX LOAD
42 nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2. if you would like to continue with a DICTIONARY, load
2 DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

3. if you would like to continue with an ENCYCLOPEDIA, load
5 ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

4. if you would like to continue with the CARD CATALOG, load
28 CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

5. if you would like to continue b[illegible] asking the LIBRARIAN, load
39 LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

66

NEWSPAPER INDEX

The Newspaper Index contains citations to articles from several newspapers. It is on film, and is housed in its own reader. The index only includes citations to articles in the last five years.

It is possible that an article has been written in one of the indexed newspapers (in the last five years) on the first ten years of the New York City subways.

61 If you need help in using the Newspaper Index, load MACHINE HELP by depressing the control key and 1 at the same time. Then type MACHINE HELP and depress the return key.

67 If you know how to use the Newspaper Index, use it and write the citation to each article you find on the assigned topic. Then load NEWSPAPER 2 by depressing the control key and 1 at the same time. Then type NEWSPAPER 2 and depress the return key.

NEWSPAPER 2

An exploration of the citations on the Newspaper Index indicates that there are a number of citations about the New York City subways listed under the topic:

Subways--New York (City)

Unfortunately, these citations are only for articles about the current subway situation in New York City.

There are many places to continue your research.

42 1. If you would like to continue with INDEXES, load INDEX LOAD nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

GENERAL SCIENCE

General Science Index includes citations to articles from general science periodicals. Each year's worth of citations is in a separate volume. It is possible that an article on the first ten years of the New York City subways was written from a scientific point of view in one of the magazines indexed in General Science Index.

The General Science Index is a subject index. If you need help in using the General Science Index, load PERIODICAL INDEX by depressing the control key and 1 at the same time. Then type PERIODICAL INDEX and depress the return key.

If you know how to use the General Science Index, use it and write down any citations which may be applicable to the assigned topic. Then load GENERAL SCIENCE 2 by depressing the control key and 1 at the same time. Then type GENERAL SCIENCE 2 and depress the return key.

GENERAL SCIENCE 2

After searching through the General Scince Index year by year, you may have accumulated several possible citations, though none of them specified that they were about the first ten years of the New York City subway.

To be sure of whether or not these articles are applicable to the assigned topic, you will have to read them. If you know how to find them, read those that you think are applicable. Then you can continue your reasearch in one of many ways:

42 1. If you would like to continue with INDEXES, load INDEX LOAD nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

60 If you need help in interpreting the citations that you found, load CITATION HELP by depressing the control key and 1 at the same time. then type CITATION HELP and depress the return key.

62 If you need help in determining if the library owns any of the cited articles, load PERIODICALS HELP by depressing the control key and 1 at the same time. then type PERIODICALS HELP and depress the return key.

70

BUSINESS PER IND

Business Periodicals Index includes citations to articles from business periodicals. Each year's worth of citations is in a separate volume. It is possible that an article on the first ~~ten~~ years of the New York City subways was written from a business point of view in one of the magazines indexed in Business Periodicals Index.

72 The Business Periodicals Index is a subject index. If you need help in using the Business Periodicals Index, load PERIODICAL INDEX by depressing the control key and 1 at the same time. Then type PERIODICAL INDEX and depress the return key.

71 If you know how to use the Business Periodicals Index, use it and write down any citations which may be applicable to the assigned topic. Then load BUSINESS PER IND 2 by depressing the control key and 1 at the same time. Then type BUSINESS PER IND 2 and depress the return key.

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71

BUSINESS PER IND 2

After searching through the Business Periodicals Index year by year, you may have accumulated several possible citations, though none of them specified that they were about the first ten years of the New York City subway.

To be sure of whether or not these articles are applicaable to the assigned topic, you will have to read them. If you know how to find them, read those that you think are applicable. Then you can continue your research in one of many ways:

42 1. If you would like to continue with INDEXES, load INDEX LOAD nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key..

60 If you need help in interpreting the citations that you found, load CITATION HELP by depressing the control key and 1 at the same time. then type CITATION HELP and depress the return key.

62 If you need help in determining if the library owns any of the cited articles, load PERIODICALS HELP by depressing the control key and 1 at the same time. then type PERIODICALS HELP and depress the return key.

72

PERIODICAL INDEX

Indexes to periodicals are usually subject indexes. The subjects are arranged alphabetically, with the articles about each subject arranged under the subject.

The subject headings are usually in larger print, capital letters or bold type to make them stand out from the articles. Also, usually, the subject headings are printed further to the left than the article titles.

In a book index, the time period covered by each volume is usually clearly printed on the cover and the title page. The magazines indexed are usually listed on the first few pages of the index. Also listed on the first few pages are the abbreviations used in the index. Usually the titles of the magazines cited in the index are abbreviated to save space.

You can continue your research in many different ways:

42 1. If you would like to continue with INDEXES, load INDEX LOAD nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

73

NYT

The New York Times Index is the logical place to search for articles on the first ten years of the New York City subway. Articles on this topic could have appeared in this New York newspaper at any time.

The index to the New York Times began in 1851 and the library is still receiving it. Each year or so is in a separate volume, and it is possible for you to look through each and every volume to find out when articles on the history of the New York City subway were written. This is not the most efficient way to do this research.

74 If you know when the subway system opened in New York City, use that date and the next ten years of the index to the New York Times. Write down the citations to the applicable articles, and then read them if possible. After reading them, load NYT 2 by depressing the control key and 1 at the same time. then type NYT 2 and depress the return key.

75 If you do not know how to interprete the citations that you have found, load CITATION HELP 2 by depressing the control key and 1 at the same time. Then type CITATION HELP 2 and depress the return key.

62 If you do not know how to determine if the library owns the articles that you are seeking, load PERIODICALS HELP by depressing the control key and 1 at the same time. Then type PERIODICALS HELP and depress the return key.

If you do not know when the first ten years of the New York City subway were, it would be a good idea to discover that before using the index to the New York Times. There are many possbile ways to discover this information:

2 A. if you think a DICTIONARY will help, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you think an ENCYCLOPEDIA will help, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you think the CARD CATALOG will help, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

42 D. if you think another INDEX will help, load INDEX LOAD by depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

39 E. if you think the LIBRARIAN will help, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

74

NYT 2

After using the index to the New York Times, there are many sources that cen be explored.

42 1. If you would like to continue with INDEXES, load INDEX LOAD nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

75

CITATION HELP 2

The New York Times Index is a subject index. Unlike most other indexes in this library, all the citations are from a single source publication, the New York Times. Because all the articles are from the New York Times, the name of the newspaper is not indicated in the index.

Also not indicated is the year of the article's publication. Since each volume usually contains one year, the year on the cover of the volume is the year of the citation. In earlier years of the paper, the index was issued more frequently and not cumulated. In these cases, you must check the year on the top of the page (or at the beginning of the section) of the index.

Each entry in the index concludes with the date, page and column of the article's publication in the New York Times. Thus a citation which states:

My 1, 1:8

means that the article was published on May 1 on page one in column 8. Sunday's edition of the New York Times has various sections, and the sections other than the main news sections are identified by roman numeral:

My 6, IV, 3:4

This means that the article was published on May 6, in section 4 on page 3, in column 4.

Often, the subject you are looking for is not used by the index. Usually, there will be a 'see' reference. This means that the articles on the subject that you want are indexed under a different subject. Thus:

Subways. See--New York City Rapid Transit

means that the articles about subways are grouped under the heading of New York City Rapid Transit.

Sometimes the subject that you are looking for is included in more than one subject heading. In this case, the index advises you to 'see also' another heading:

Subways. See also: New York City Rapid Transit

This means that some of the articles about subways are indexed under the topic of subways, but some are grouped under the subject of New York City Rapid Transit.

73 To continue using the index to the New York Times, depress the control key and 1 at the same time. Then type NYT and depress the return key.

READERS GUIDE

Reader's Guide to Periodical Literature is a good place to search for articles on the first ten years of the New York City subway. Articles on this topic could have appeared in general interest periodicals at any time.

Reader's Guide to Periodical Literature began in 1900 and the library has every year of it up to the present day. Each year or so is in a separate volume, and it is possible for you to look through each and every volume to find out when articles on the history of the New York City subway were written. This is not the most efficient way to do this research.

If you know when the subway system opened in New York City, use that date and the next ten years of the Reader's Guide to Periodical Literature. Write down the citations to the applicable articles, and
77 then read them if possible. After reading them, load READERS GUIDE 2 by depressing the control key and 1 at the same time. then type READERS GUIDE 2 and depress th return key.

60 If you do not know how to interprete the citations that you have found, load CITATION HELP by depressing the control key and 1 at the same time. Then type CITATION HELP and depress the return key.

62 If you do not know how to determine if the library owns the articles that you are seeking, load PERIODICALS HELP by depressing the control key and 1 at the same time. Then type PERIODICALS HELP and depress the return key.

If you do not know when the first ten years of the New York City subway were, it would be a good idea to discover that before using Reader's Guide to Periodical Literature. There are many possbile ways to discover this information:

2 A. if you think a DICTIONARY will help, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you think an ENCYCLOPEDIA will help, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you think the CARD CATALOG will help, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

42 D. if you another INDEX will help, load INDEX LOAD by depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

59 E. if you think the LIBRARIAN will help, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

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READERS GUIDE 2

After using Reader's Guide to Periodical Literrature, there are many sources that cen be explored.

1. If you would like to continue with INDEXES, load INDEX LOAD
42 nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2. if you would like to continue with a DICTIONARY, load
2 DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

3. if you would like to continue with an ENCYCLOPEDIA, load
5 ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

4. if you would like to continue with the CARD CATALOG, load
28 CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

5. if you would like to continue by asking the LIBRARIAN, load
39 LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

78

SOCIAL SCIENCES

Social Sciences Index might be a good place to search for articles on the first ten years of the New York City subway. Articles on this topic could have appeared in social science periodicals at any time.

Social Sciences Index began in 1974. It was preceeded by Social Sciences and Humanities Index, which in turn was preceeded by the International Index to Periodicals. The set began in 1907, and the library has every year of it up to the present day. Each year or so is in a separate volume, and it is possible for you to look through each and every volume to find out when articles on the history of the New York City subway were written. This is not the most efficient way to do this research.

If you know when the subway system opened in New York City, use that date and the next ten years of this set. Write down the citations to
79 the applicable articles, and then read them if possible. After reading them, load SOCIAL SCIENCES 2 by depressing the control key and 1 at the same time. Then type SOCIAL SCIENCES 2 and depress the return key.

60 If you do not know how to interprete the citations that you have found, load CITATION HELP by depressing the control key and 1 at the same time. Then type CITATION HELP and depress the return key.

62 If you do not know how to determine if the library owns the articles that you are seeking, load PERIODICALS HELP by depressing the control key and 1 at the same time. Then type PERIODICALS HELP and depress the return key.

If you do not know when the first ten years of the New York City subway were, it would be a good idea to discover that before using Social Sciences Index, Social Sciences and Humanities Index, and the International Index to Periodicals. There are many possbile ways to discover this information:

2 A. if you think a DICTIONARY will help, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 B. if you think an ENCYCLOPEDIA will help, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 C. if you think the CARD CATALOG will help, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

42 D. if you another INDEX will help, load INDEX LOAD by depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

39 E. if you think the LIBRARIAN will help, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.

SOCIAL SCIENCES 2

After using the Social Sciences Index and its predecessers, there are many sources that cen be explored.

42 1. If you would like to continue with INDEXES, load INDEX LOAD nu depressing the control key and 1 at the same time. Then type INDEX LOAD and depress the return key.

2 2. if you would like to continue with a DICTIONARY, load DICTIONARY by depressing the control key and 1 at the same time. Then type DICTIONARY and depress the return key.

5 3. if you would like to continue with an ENCYCLOPEDIA, load ENCYCLOPEDIA by depressing the control key and 1 at the same time. Then type ENCYCLOPEDIA and depress the return key.

28 4. if you would like to continue with the CARD CATALOG, load CARD CATALOG by depressing the control key and 1 at the same time. Then type CARD CATALOG and depress the return key.

39 5. if you would like to continue by asking the LIBRARIAN, load LIBRARIAN by depressing the control key and 1 at the same time. Then type LIBRARIAN and depress the return key.